

CAMBRIDGE POLICE DEPARTMENT

Title: *PERSONAL APPEARANCE*

Procedure: 3.601

Date Issued:

Revised: February 9, 2015

PURPOSE:

To provide grooming standards for Department personnel.

To enhance community respect and acceptance.

POLICY: The police department recognizes the important relationship between public confidence in the police and the successful accomplishment of the police function. The department members appearance in public is a part of the department's effort to maintain public acceptance and maximize public confidence. It is the policy of this police department to establish grooming standards necessary to maintain a professional and neutral image to promote acceptance and respect.

PROCEDURE:

A) MALE OFFICERS AND MALE UNIFORMED CIVILIAN PERSONNEL (FULL & PART TIME) WILL CONFORM TO THE FOLLOWING STANDARDS:

1) HAIR – Hair will be neatly trimmed and combed or brushed at all times while on duty. Hair will be neatly groomed at all times. Hair coloring if used, must appear natural. Hair will grow downward no more than to the top of the ear and will be neat and even in appearance. Hair will not extend downward beyond the hairline at the back of the neck nor extend over the shirt collar in a normal posture. Hairpieces or wigs will conform to the above standard.

2) SIDEBURNS – Sideburns will not extend below the midpoint of the ear. Maximum width of sideburns is one inch. Sideburns will have a clean-shaven,

horizontal line at the base and be neatly trimmed.

3) MUSTACHES – Mustaches will be neatly trimmed and will not extend below the vermilion border of the upper lip, or below the corner of the mouth. Extreme styles, such as handlebars are prohibited.

4) BEARDS – Beards will not be permitted and all employees will be clean-shaven when reporting for duty. Any officer being treated for a skin condition must submit the following:

a) Submit a physicians certification of the medical condition to their commander.

b) If the condition is not deemed permanent, as indicated on the medical certification, supply their commander with updated certification from their physician every ninety (90) days.

c) If the condition is deemed permanent, as indicated on the medical certification, supply their commander with updated certification every twelve (12) months.

d) Wear the beard at a length not exceeding one-quarter inch unless otherwise dictated by their physician for medical purposes only.

e) Members while in plainclothes assignments must have approval of their commander.

5) JEWELRY -- The wearing of earrings is prohibited. Chains, necklaces, bracelets and other ornamental jewelry must be concealed while in uniform. Wedding rings, engagement rings or other type of rings worn in conservative style are permitted. Only one ring may be worn on

each hand with the exception that an engagement and wedding ring may be worn together, constituting one ring. Medic-alert or other similar type of identification may be visible. Wristwatches are permitted but must conform to the doctrine of good taste, decorum and professionalism and be silver, gold or black only.

a) Piercing Jewelry – No other visible piercing jewelry such as eyebrow rings, nose rings, tongue rings, or tongue studs is allowed.

b) Body Mutilation – Intentional body mutilation, piercing, branding or intentional scarring is prohibited. Examples of prohibited intentional mutilation include: split or forked tongues; foreign objects inserted in/under the skin to create a design or pattern; enlarged or stretched out holes in the ears; and other intentional scarring that is visible.

c) Teeth – The use of gold, platinum, or other veneers or caps for the purposes of ornamentation is prohibited. Teeth, whether natural, capped, or veneer, will not be ornamented with designs, jewels, initials, etc.

d) Contact Lenses – Contact lenses, if worn on duty, shall be in a natural eye color. Red, orange, silver and other unnaturally colored lenses, or colors when worn that create an unusual eye color or shape and contact lenses with graphic designs of any kind are prohibited.

e) Cologne Perfumes Odors -- The use of strong smelling cologne, while in uniform, or while in a plain clothes assignment is prohibited. All personnel will at all times be clean and well groomed and their bodies free of offensive odors.

B) FEMALE UNIFORMED OFFICERS (FULL AND PART TIME) WILL CONFORM TO THE FOLLOWING STANDARDS:

1) HAIR – The hair will be worn in a neat style; extreme hairdos or exaggerated hairstyles are prohibited,. Hair will be neatly groomed and will not hang down beyond the

back bottom edge of the shirt collar when a female uniformed officer is standing. Ponytails, completed plaited hair and hanging braids are prohibited. Hair in the front will be groomed so it does not fall below the band of properly worn uniform headgear. In no case will the bulk or length of hair interfere with the proper wearing of any authorized headgear. Hairpieces or wigs may be worn but must meet the same standards as natural hair. Hair coloring, if used, must appear natural.

2) MAKE-UP -- The use of facial make-up will reflect a conservative and natural appearance; excessive use of lipstick, rouge, mascara, etc. is prohibited. Fingernails will be kept trim and if fingernail polish is worn, only clear polish will be acceptable. The use of strong scented cologne/perfume, while in uniform or plain clothes assignments is prohibited. All employees will at all times be clean and well groomed and their bodies free of offensive odors.

3) JEWELRY – The same jewelry policy pertains to female uniformed officers as the male uniformed officers (5 a thru e), with the exception that female uniformed officers may wear one pair of non-dangling, conservative earrings.

C) FEMALE PLAIN CLOTHES SWORN OFFICERS AND ALL FEMALE CIVILIAN EMPLOYEES, BOTH UNIFORMED AND NON-UNIFORMED (FULL & PART TIME) WILL CONFORM TO THE FOLLOWING STANDARDS:

1) HAIR – The hair will be worn in a neat style, extreme hairdos or exaggerated hairstyles are prohibited. Hair will be neatly groomed at all times. Hairpieces or wigs may be worn but must meet the standards as natural hair. Hair coloring if used, must appear natural.

2) MAKE-UP -- The use of facial make-up will reflect a conservative and natural appearance; excessive use of lipstick, rouge, mascara, etc. is prohibited. Fingernails will be kept trim and if fingernail polish is worn, only natural colors will be acceptable. The use of strong scented

cologne/perfume is prohibited. All employees will at all times be clean and well groomed and their bodies free of offensive odors.

3) JEWELRY -- The same jewelry policy pertains to female plain clothes sworn officers and all female civilian employees, as the male uniformed officers (5 a thru e) with the exception that they may wear one pair of non-dangling, conservative earrings.

D) ALL EMPLOYEES, BOTH MALE AND FEMALE, BOTH SWORN AND CIVILIAN, BOTH UNIFORMED AND NON-UNIFORMED (FULL AND PART TIME) WILL CONFORM TO THE FOLLOWING STANDARDS:

1) TATTOOS -- The wording tattoo includes any tattoo, scar, branding, mark, or other permanent or temporary body art or modification deliberately placed on the body for purpose of decoration, ornamentation or adornment.

a) Inappropriate tattoo: A tattoo is considered inappropriate if it depicts, describes, or otherwise refers to sexual conduct, acts, or organs.

b) Offensive tattoo: A tattoo is considered offensive if it depicts, describes or refers to intolerance of, or discrimination against any race, color, preference, creed, religion, gender, national origin, or; it is commonly associated with any organization or group which advocates such intolerance or discrimination; or it brings discredit upon the agency or violates standards of decency or morality.

c) New Hires—Newly hired employees will be subject to the limitations within this policy.

d) Current Employees -- Members who are currently employed prior to the release of this policy that have a visible tattoo(s) are exempt. However, effective upon the date of issue of this policy, any additional visible tattoo(s) must meet the requirements prescribed within this policy. In addition, members hired after this date

who have tattoos on their legs are precluded from an assignment that requires shorts.

e) Visible Location --

Tattoos are not permitted in a visible location on the neck, face, head, scalp, or on the hands of members. The covering of a small tattoo, elsewhere on the body, by make-up or a small skin-tone bandage may be approved by the Chief of Police. A request must be submitted through the chain of command. During normal duty assignments during periods in which the summer uniform is authorized, employees with tattoos that can not be reasonably covered will be required to wear a long sleeve shirt and or pants to adequately cover the tattoos. Uniformed officers will wear the appropriate long sleeve uniform shirt without the tie. Any exemption from this policy must be approved by the Chief of Police.

f) Inappropriate/Excessive

Tattoos -- Tattoos that are considered inappropriate or excessive, and that are visible in uniform or plain clothes, must be suitably covered while on duty. Inappropriate or excessive tattoo issues will be handled on a case-by-case basis.

g) Offensive Tattoos --

No member may have a tattoo whether covered or not, that is offensive. Any member discovered to have such a tattoo may be subject to disciplinary action up to and including termination.